



REQUEST FOR PUBLIC INFORMATION
City of Mansfield/City Secretary's Office
1200 E. Broad Street
Mansfield, TX 76063
Phone Number: 817-276-4207 or Fax: 817-473-2925
E-mail: shelia.geron@mansfield-tx.gov

PLEASE PRINT ALL INFORMATION

NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:		

BY SUBMISSION OF THIS DOCUMENT, I AM REQUESTING THE INFORMATION STATED BELOW. I UNDERSTAND THAT SOME DOCUMENTS ARE SUBJECT TO NON-DISCLOSURE UNDER THE TEXAS GOVERNMENT CODE, PUBLIC INFORMATION ACT CHAPTER 552 AND OTHER RELATED LAWS. I FURTHER UNDERSTAND THAT THERE IS A FEE CHARGED PER REQUEST TO COVER THE COST OF REPRODUCTION OR COPYING. I UNDERSTAND THAT THIS REQUEST WILL BE PROCESSED WITHIN 10 BUSINESS DAYS OR AS SOON AS POSSIBLE. THE INFORMATION THAT I AM REQUESTING IS DESCRIBED BELOW:

PLEASE LIST ALL DOCUMENTS YOU ARE REQUESTING

Active records must exist; no compiling or creation will be made. Be specific regarding dates, time period and name(s).

Signature of Requestor

Date of Request

FOR OFFICE USE ONLY

Open Records # _____

Date Received: _____

Due Date: _____

Received By: _____

Date to Legal: _____

Amount Due: _____

AG Letter Sent: _____

Other Dept.'s: _____

↓FOR CITY USE ONLY↓

I acknowledge that I have received the records I requested from the City of Mansfield.

Signature

Date

Receipt #: _____

Receipt Date: _____

Amount Paid: _____